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**TRADESMAN ELECTRIC**

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## Homeowner Communication Letter Template

For HOA boards notifying homeowners of community-wide electrical panel replacement

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**Instructions:** Complete all bracketed fields before sending. This template covers the initial announcement letter. A second letter with the specific installation date should be sent at least 14–30 days before each unit’s scheduled installation (check your CC&Rs for the required advance notice period). For rental units, send a separate version directly to tenants as well as owners.

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[Date]

Dear [Community Name] Homeowner,

### RE: Community-Wide Electrical Panel Replacement — Important Information

The [Community Name] HOA Board is writing to inform you of an important infrastructure project that will affect every unit in our community: the replacement of electrical panels throughout [Community Name].

### Why This Is Happening

*[Choose one option below and delete the other.]*

**Option A — Insurance-driven:** Our insurance carrier has notified the board that the current electrical panels in our community present a safety and insurability concern. As a condition of renewing our master insurance policy, we are required to replace [all / the identified] panels by [Carrier Deadline Date]. Failure to meet this deadline would leave our community without standard-market insurance coverage.

**Option B — Proactive:** During a recent inspection of our community’s electrical systems, our board learned that many of our panels are [Federal Pacific Electric / Zinsco / Pushmatic / other] brand — panels with well-documented safety concerns and a history of causing insurance issues for California HOA communities. Our board has voted to address this proactively, before our insurance carrier requires it.

## What This Means for You

This project will require a one-day appointment at your unit. On your scheduled installation day, a licensed electrician will arrive in the morning. Electrical power will be off from 8:00 AM until approximately 5:00 PM. Gas service will not be interrupted. Your lights, outlets, and HVAC will be fully restored the same day. No overnight outage. No need to vacate your unit.

### The electrician will:

- Remove your existing panel and install a new, code-compliant 200-amp panel in the same location
- Connect and label all existing electrical circuits
- Install modern safety devices (AFCI arc-fault and GFCI ground-fault breakers where required)
- Install a new surge protection device
- Obtain a city inspection sign-off before leaving
- Repair any stucco or siding disturbed during the installation

## What This Costs You

*Choose the applicable option and delete the others.*

**Option A — HOA-funded:** The board has approved funding for this project through [reserve funds / an HOA loan / a special assessment]. There is no additional cost to individual homeowners.

**Option B — Homeowner cost:** Because your panel is [your individual responsibility under the CC&Rs / located within your unit], the cost for your panel replacement is [\$Amount]. [Payment terms, if applicable.]

**Option C — Special assessment:** The board has approved a special assessment of [\$Amount per unit] to fund this project. You will receive a separate notice regarding the special assessment and payment schedule.

## Your Scheduling Appointment

*Choose the applicable option and delete the other.*

**Option A — Date already assigned:** Your scheduled installation date is [Date]. Our project coordinator, [Name] at [Phone / Email], will contact you within the next [N] days to confirm your appointment and answer any questions.

**Option B — Scheduling to come:** Your specific installation date will be confirmed by [Date]. Our project coordinator will contact you directly to schedule your appointment. If you have availability constraints, please contact [Coordinator Name] at [Phone / Email] so we can accommodate your schedule where possible.

## **If You Rent Your Unit**

If your unit is occupied by a tenant, please forward this letter to your tenant and ensure they understand that access to the unit is required on the installation date. Tenants should contact [Coordinator Name] at [Phone / Email] if they have scheduling conflicts. All tenant-installed electrical work in the unit must comply with HOA rules and California electrical codes — if you have questions about this, please consult the CC&Rs or contact the board.

## **Community Meeting**

The board will host an informational meeting on [Date] at [Time] at [Location / Video Link] to answer questions about this project. We encourage all homeowners to attend. If you cannot attend, please submit your questions in writing to [Email] by [Date] and we will address them in writing.

## **Questions**

For questions about the project scope, timeline, or your specific installation appointment, please contact:

**Project Coordinator:** [Name]

**Phone:** [Number]

**Email:** [Email]

**Available:** [Hours / Days]

For questions about the board's decision-making process, CC&R responsibilities, or funding, please contact the board through your property manager at [PM Contact].

Thank you for your patience and cooperation as we complete this important safety and insurance compliance project. The board is committed to keeping you informed at every step of the process.

Sincerely,

**[Board President Name]**

[Board President], [Community Name] HOA

[Date]

*CC: [Property Management Company]*

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**About Tradesman Electric:** We are the contractor referenced in this template. We provide the inspection report, all scheduling coordination, homeowner communication support, and the carrier documentation package at project close. Your board does not have to manage logistics — that is our job. | (949) 978-0535 | [www.thetradesmanelectric.com](http://www.thetradesmanelectric.com) | Licensed (C-10 #1049948) • Insured • Established 1991